

CSO Solicitation No. 2258

Environmental Planning and Design Services for Project No. 0079-0240

Prequalification Categories - Highway Design; Bridge & Structural Design; Environmental Planning Studies and Regulatory Permitting; and Traffic and Safety Engineering

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified consultant engineering firm, in the category listed above, to develop design alternatives, prepare the necessary environmental documentation in accordance with the National and/or Connecticut Environmental Policy Acts and prepare the contract plans, specifications, estimates and other necessary documents for Project 79-240. The proposed project proposes to reconfigure the I-91/I-691/Route 15 Interchange in Meriden in order to address traffic operational and safety concerns associated with capacity, congestion and weaving movements.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (SELECT series 3) and InRoads Suite V8i (SELECT series 2) formats. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668>).

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. It is anticipated that this contract will utilize a lump sum or cost plus fixed fee payment method.

If your firm would like to be considered for this assignment, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 and a maximum of seven (7) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at www.ct.gov/dot/business/consultant/selection.) **Four (4) copies of the submittal are required and they must be either postmarked or hand-delivered by 3:00 p.m. on December 1, 2015.** Firms that are shortlisted based on their CSO 255 submittal will be notified by the Consultant Selection Office of the time and date for their final selection interview. A final selection is anticipated by April 29, 2016.

Your CSO 255 submittal should identify your proposed current staff and their qualifications, experience, and availability to perform the required services. Also indicate the location and staff size of the office where the work will be performed. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 15%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
 - a. Highway Design. Weighted scoring value = 20%
 - b. Bridge and Structural Design. Weighted scoring value = 20%

- c. Traffic Engineering. Weighted scoring value = 15%
 - d. Environmental Documentation and Permitting. Weighted scoring value = 15%
- (3) Familiarity with FHWA and CTDOT design standards, policies and administrative procedures. Weighted scoring value = 15%

You are advised that a Small Business Participation Pilot Program (SBPPP) goal applies to this assignment. The SBPPP goal is no less than ten percent (10%) of the agreement value. Within the letter-of-interest submittal, you must indicate the designated certified SBPPP sub-consultant(s) which you plan to use. The SBPPP sub-consultant must be currently certified as one of the following:

- Current certification as a Disadvantaged Business Enterprise (DBE) pursuant to 49 CFR Part 26
- Current certification in the Connecticut Department of Administrative Services Small Business Enterprise Program (SBE)
- Certified as a Small Business by any state or local governmental agency

All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of Fifty Thousand Dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of Five Hundred Thousand Dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements and the latest versions of these documents, can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)."

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of Fifty Thousand Dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of One Hundred Thousand Dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges

receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as a current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of Five Million Dollars (\$5,000,000) Professional Liability Insurance coverage, with a maximum deductible of Five Hundred Thousand Dollars (\$500,000) will be required. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department, in its sole discretion, reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All letters-of-interest shall be addressed to:

Mr. David M. Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand-delivered submittals should be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on December 1, 2015**. Submittals hand-delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3017.